

*Rec mgt 5-1-4*  
*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 16 January 1957

FROM : Chief, Records Management Staff

SUBJECT: Records Center Addition

1. Attached are Tab "A" which gives the status of Records Center holdings and the rate at which storage space at the Center is being utilized, and Tab "B" which explains the additional costs and probable construction delays if the scope of the project were reduced. Briefly, these papers point up that:

a. The Records Center will be filled to capacity by 25 September 1957.


b. By omitting, from the project, construction of the upper story, only half of the storage space originally proposed would be gained; yet the cost for this increment of construction would be 82 per cent of the total cost estimated for the full project.

c. Construction of the upper story at a later date would increase the cost for the entire project by 11 per cent.

d. Complete revision of plans would delay construction by six months or more. The expenditure for present plans and specifications (\$18,000) would be wasted.

2. The need for an addition to the Records Center as originally proposed has been established. I therefore feel that any alternate proposal would be uneconomical and contrary to the President's policy to hold construction costs to an "economic minimum," as stated in Tab "C". Moreover, any construction delays or an outright disapproval of the expansion project can only increase expenditures for safe cabinets and aggravate the present space problem.

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STATUS OF RECORDS CENTER HOLDINGS AS OF 31 DECEMBER 1956  
AND ESTIMATE OF WHEN ADDITIONAL RECORDS CENTER SPACE WILL BE NEEDED

1. Gross Capacity of Records Center  
(Includes space for utilities, aisle, office, etc.) - - 21,290 sq. ft.
2. Gross Capacity for Storage of Inactive Records - - - - 41,220 cu. ft.
3. Space Occupied by Records in the Center as of  
31 December 1956 - - - - - 32,394 cu. ft.
4. Net Space Available for Inactive Records - - - - - 8,826 cu. ft.
5. Estimated Space to be Gained at the Center Through  
Destruction of Records During Calendar Year 1957 - - - 2,400 cu. ft.
6. Total Space To be Available for Inactive Records in  
1957 - - - - - 11,226 cu. ft.
7. Estimated Rate of Receipt of Inactive Records by the  
Records Center in 1957 Per Work Day - - - - - 60 cu. ft.
8. Number of Working Days Before Records Center is  
Filled - - - - - 187
9. Date When Records Center Will be Filled - - - - - 25 Sept. 1957
10. Estimated Completion Date of Proposed Addition to  
Records Center. (Based on assumption that a  
contract will be awarded not later than 15 March  
1957) - - - - - 15 Oct. 1957

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*Tab A*